



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Payroll Clerk [Classified Competitive]			Salary W07 \$30,295.19 - \$42,019.58	
Posting Number 441-21	Position Number 039680	Number of Positions 1	Posting Period * From: 10/08/2021 To: 10/22/2021	
Location: Ancora Psychiatric Hospital			Scope of Eligibility/Open to: Applicants who Meet the Requirements	
GENERAL DESCRIPTION				
Under direct supervision of a Supervising Payroll Clerk or other supervisory official, does routine clerical work involved in and relating to the review, verification, and preparation of payroll or payroll and personnel records; does other related duties as required. Duties include but are not limited to preparing regular, supplemental, and overtime payrolls, add or delete employees as required, makes other appropriate changes including union deductions, taxes, charities and pension .				
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)				
This is an entrance level position and as such does not have any formal education or experience requirements. LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.				
IMPORTANT FILING INSTRUCTIONS				
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: PST.APH@doh.nj.gov Mail the required documents to: Robin McGuigan, Personnel Assistant 2 Ancora Psychiatric Hospital Reference Posting #441-21 New Jersey Department of Health 301 Spring Garden Road Hammonton, NJ 08037 <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>				

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.
- If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**
- **RESUME NOTE:** Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.